UNITED NATIONS

ST

Secretariat

ST/IC/1992/1
6 January 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: THE 1991 FIELD SERVICE PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the 1991 Field Service Review Panel, has approved the following promotion register for staff members in the Field Service category for promotion to the FS-7, FS-6, FS-5, FS-4 and FS-3 levels:

To FS-7

Rauno Olavi HALME
William HEALY
Duncan ROBINSON

To FS-6

King Opoku AMUABEN
Crispin BISPHAM
Michael BYRNES
James DONNELAN
Kenneth B. ERIKSSON
David McCULLIE
Michael MORIARTY
Kjeld NIELSEN
Pedro Segundo RUZ
Matti SAYRINEN
Evelyn SHAND
Rolf G. SJOBERG
Donald STEAD
Somlak SUKHAHUTA
Henry J. B. THOMPSON

To FS-5

Magne Harald ALBRIGTSEN
Leonardo C. BARANDA
Roberto COLING
Mary M. DELLAR
Thorarinn EYJOLFSSON
Vincent HEVI
Porfirio IRIARTE
Gordon JAMIESON
Patsey MULLINGS
Fred G. PETTERSSON
Isleifur PETURSSON
Jarin SIRIPORNPAK

To FS-4

Menelaous APOSTOLOU
Tore BERLAND
Gerard Martin BUCKLEY
Norman Patrick BUTLER
Henri T. DOPIERALA
Onni E. KARHU
Daniel KITCHER
Thor P. MAGNUSSON
Thomas E. WALKER
Wolfgang WEISZEGGER

To FS-3

Paul Edward FENNELLY
Trevor LEWIN
Frederick SCHOUTEN
Wernfried STUHLPFARRER

2. Promotion from the register will be authorized by the Assistant Secretary-General for Human Resources Management in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 April 1991.

Recourse procedure

3. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters must be submitted (in 8 copies) within one month of the publication date of this circular and should be addressed to the Chairperson of the 1991 Field Service Review Panel, through the Secretary of the Panel, room S-2560 B.

5. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen which could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

6. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Letters of recourse form part of a staff member's official status file.

7. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.

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UNITED NATIONS

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Secretariat

ST/IC/1992/2
10 January 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 23 December 1991 advising on changes in procedural requirements for private travel in the United States undertaken by Vietnamese staff members and their dependants.

2. According to the note, the persons concerned, effective immediately, "will enjoy unrestricted travel in the United States". They "will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets or car rentals from the Office of Foreign Missions for travel in the United States". In addition, the restriction on travel outside the 25-mile radius has also been eliminated.

3. However, the individuals concerned will still be required to notify the Department of State of any intended non-official travel, specifically recreational travel, by submitting a travel notification form (TNF) to the United States Mission to the United Nations.

4. The Secretary-General, in his reply of 2 January 1992, welcomed this decision by the host country although the requirement referred to in paragraph 3 above is still of a restrictive character. The Secretary-General therefore reiterated the well-known position of principle of the Organization concerning the discriminatory treatment of United Nations staff members solely on the basis of their nationality and expressed the hope that "all travel restrictions will be lifted as soon as possible".

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* Personnel Manual index No. 13019/F.

5. Copies of the two notes verbales are set out in annexes I and II to the present circular.

6. The existing arrangements for official travel will remain unchanged and will be made in the usual manner.

Annex I

NOTE VERBALE DATED 23 DECEMBER 1991 FROM THE UNITED STATES MISSION ADDRESSED TO THE SECRETARY-GENERAL

The United States Mission to the United Nations presents its compliments to the Secretary-General of the United Nations and wishes to inform the Secretary-General of changes in procedural requirements for travel in the United States by Vietnamese personnel and their dependants.

Effective immediately, employees of the United Nations organizations assigned to New York City (including persons temporarily assigned) who are nationals of the Socialist Republic of Viet Nam, including members of their families and personal staffs who are nationals of Viet Nam, will enjoy unrestricted travel in the United States. In practice, this means that these individuals will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets or car rentals from the Office of Foreign Missions for travel in the United States. In addition, the restriction of travel outside the 25-mile radius has also been eliminated.

These individuals will still be required to notify the Department of State of any intended non-official travel, specifically recreational travel, by submitting a travel notification form (TNF). Travelers should either hand carry their TNFs to the United States Mission to the United Nations, Host Country Affairs Section, or fax to (212) 415-4162 between the hours of 9 a.m. and 5.30 p.m., Monday through Friday. TNFs must be submitted at least two full working days in advance of contemplated travel. Please note that the processing time does not include the dates of submission of travel, weekends and federal holidays.

As in the past, the Department of State needs travel notifications that are complete and accurate. A copy of the travel notification form to be used by affected personnel has been included. Should any clarification of the procedures outlined be required, please contact the Host Country Section of the United States Mission at (212) 415-4135.

Annex II

NOTE VERBALE DATED 2 JANUARY 1992 FROM THE SECRETARY-GENERAL ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note verbale dated 23 December 1991 informing the United Nations of changes in the procedural requirements for travel in the United States by Vietnamese staff members and their dependants.

It is noted that effective immediately, staff members of the United Nations assigned to New York City (including persons temporarily assigned) who are nationals of the Socialist Republic of Viet Nam, including members of their families and personal employees who are nationals of that country, "will enjoy unrestricted travel in the United States". The note, in particular, advises that they "will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets or car rentals from the Office of Foreign Missions for travel in the United States". In addition, the restriction on travel outside the 25-mile radius has also been eliminated.

The Secretary-General further notes that these individuals, however, will still be required to notify the Department of State of any intended non-official travel, specifically recreational travel, by submitting a travel notification form (TNF) to the United States Mission to the United Nations. Although this requirement is of a restrictive character, the Secretary-General nevertheless welcomes this decision by the United States aimed at resolving the problem of travel restrictions imposed on staff members of certain nationalities.

In this connection the Secretary-General is obliged to reiterate the well-known position of principle of the Organization concerning the discriminatory treatment of United Nations staff members solely on the basis of their nationality and express the hope that all travel restrictions will be lifted as soon as possible.

The existing arrangements regarding official travel in the United States of United Nations personnel remain unchanged and will be made in the usual manner.

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UNITED
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Secretariat

ST/IC/1992/3
20 January 1992

INFORMATION CIRCULAR

To: All members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: SECRETARY-GENERAL'S ADDRESS TO THE STAFF

1. The Secretary-General will address the staff on Wednesday, 22 January 1992 at noon in the General Assembly Hall.

2. Subject to service exigencies, supervisors are requested to release staff for this occasion. In offices where the needs of the service require some staff to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to enable the greatest staff participation possible. Supervisors should also permit staff members who are required to remain in their offices to have access to the Meeting Exchange Listening Unit (MX) system in order to enable them to hear the statement.

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UNITED
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Secretariat

ST/IC/1992/4
21 January 1992

INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1992 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS

1. A competitive examination for Arabic interpreters will be held in July 1992 in New York, Geneva, Vienna, Cairo and other locations according to the number and location of qualified candidates convoked for the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic interpreters will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in the examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Arabic Interpretation Section, Interpretation and Meetings Division, Department of Conference Services of the United Nations Secretariat in New York. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia and Europe according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language; 1/

(b) Have a perfect command of Arabic and an excellent knowledge of English or French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the language of instruction or hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic;

(d) Have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into Arabic from recordings of four speeches delivered in English or French (approximately 5 to 10 minutes per recording);

(b) Interpretation into English or French from recordings of four speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the examination. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty station, and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as Arabic interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 March 1992, to:

Competitive Examination for Arabic Interpreters
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, NY 10017

12. Staff members from offices away from Headquarters should submit their applications directly to the Recruitment and Placement Division through the chief administrative officer or director of administration of their respective duty stations before 31 March 1992, the deadline for receipt of applications in the Recruitment and Placement Division.

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## Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1992 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS 1/

INDEX NO. 2/ / / / / / /

LAST NAME / / / / / / / / / / / / / / / / / / Category / / / Level / / /

FIRST NAME / / / / / / / / / / / / / / / / / / Sex: Male / / Female / /

Date of entry on duty: Month / / / Year 19 / / /

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes / / in 19 / / / No / /

Have you taken another United Nations competitive examination? Yes / / in 19 / / / No / /

If yes, which examination(s) _____

What is your main language? 4/ / / / / / / / / / / / / / / / / / /

B. Indicate your ability in each of the languages mentioned above

| Language | Read | | Understand | | Speak | | Write | |
|---|---|---|---|---|---|---|---|---|
| | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily |
| | | | | | | | | |
| | | | | | | | | |
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C. University degree or equivalent or post-secondary educational qualifications 6/

| Name of institution Place and country | Language of instruction | Attended from/to month/year month/year | Degree 6/ or equivalent | Main field of study |
|---|---|---|---|---|
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D. Secondary school qualifications

| Name of institution Place and country | Language of instruction | Attended from/to month/year month/year | Certificate or equiv. 6/ | Main field of study |
|---|---|---|---|---|
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E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

_____
_____
_____
_____
_____
_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1992/4 and I understand that, if I am successful in the competitive examination for Arabic interpreters and recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV or other (specify).

Notes (continued)

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1992/4.

6/ Give exact name and title in original language. Do not translate or equate.

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UNITED
NATIONS

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Secretariat

ST/IC/1992/5
23 January 1992

INFORMATION CIRCULAR

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: ARRANGEMENTS FOR ADMISSION TO UNITED NATIONS PREMISES, RESTRICTED AREAS AND PARKING ON 30 AND 31 JANUARY 1992

1. The purpose of this circular is to inform staff members of the special arrangements that will be in effect at Headquarters regarding admission into the United Nations premises, restricted areas and parking during the Security Council Summit scheduled for Friday, 31 January 1992.

Closure of the United Nations buildings and of First Avenue to the public

2. On the occasion of the Security Council Summit, a large number of heads of State and Government are expected to visit the United Nations. For security considerations, the buildings will be closed to the public on both 30 and 31 January 1992. In addition, on 31 January 1992 the section of First Avenue in front of the United Nations and some streets leading to the United Nations may be closed to traffic by the local authorities. Arrangements have been made with police authorities to permit only those pedestrians who present their grounds pass, to cross either at 42nd or 45th Street. United Nations Security Officers will be posted at those two checkpoints to assist the police in identifying members of delegations, staff and other personnel connected with the United Nations and the Security Council Summit.

Admission to the United Nations buildings and access to restricted areas

3. Staff will be admitted to the premises only upon presentation of valid United Nations Headquarters identification (grounds) passes. Staff members are reminded that, for security reasons and upon instructions of the Secretary-General, identification passes MUST be worn at all times and in a

clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their passes are current. Expired passes will be replaced by the Pass and Identification Unit (room GA-100) upon presentation of an application signed by departmental executive/administrative officers. Staff members who have forgotten their identification passes will be directed to the 46th Street (visitors') entrance where they can obtain a day pass at the information desk in the lobby of the General Assembly Building.

4. The second floor of the General Assembly and the Conference Buildings will be reserved for the use of members of delegations attending the Summit, staff members having official business in that area and accredited members of the information media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer of the Department of Public Information onto the second floor restricted areas. In order to gain access to the second floor authorized staff members must be in possession of a valid United Nations pass and a restricted-area pass. The North Lounge will be closed on 30 and 31 January 1992. Neither delegation passes nor all-area passes issued for the forty-sixth session of the General Assembly will be valid during the Summit. Bearer passes will be issued under arrangements made through departmental executive offices, which should submit names of staff members requiring restricted-area passes, at the earliest opportunity, specifying their functions. It is of the utmost importance that restricted-area passes be requested only for those persons whose presence is absolutely necessary for the functioning of the Security Council and related services. Identification passes and restricted-area bearer passes must be worn in a visible manner and are subject to verification by Security Officers.

Vehicular access and parking

5. In view of limited access to United Nations premises during the Summit, it is strongly suggested that staff members use public transportation and try to arrive as early as possible to avoid difficulties. The usual parking facilities for staff members will be limited. Those using the garage should drive through the 42nd and 48th Street service entrances. A restricted section of the ramp which has been closed owing to repairs, linking the second and third basement levels of the garage, will be opened for 30 and 31 January 1992 only.

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UNITED NATIONS

ST

Secretariat

ST/IC/1992/6
24 January 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: SECRETARY-GENERAL'S ADDRESS TO THE STAFF OF THE UNITED NATIONS ON 22 JANUARY 1992 AND STATEMENT BY THE PRESIDENT OF THE STAFF COMMITTEE AT HEADQUARTERS

The text of the address to the staff of the United Nations by the Secretary-General, Mr. Boutros Boutros-Ghali, and the statement by the President of the Staff Committee at Headquarters, Mr. Ronald Hewson, are reproduced herewith for the information of all staff members.

## I. STATEMENT BY THE SECRETARY-GENERAL

*I should first like to pay a special tribute to the memory of Dr. Martinka Pumpalova, who laid down her life in the service of the United Nations. Her tragic death in Somalia two weeks ago saddened me deeply. I suggest that we observe a moment of silence in her memory, and in memory of all the other staff members who have died in the line of duty.

[Moment of silence]

I want you all to know that the safety and security of the staff is a matter of the greatest importance for me personally. I cannot stress this strongly enough. I am deeply concerned that over 100 staff members are now being kept under detention or are in prison. I intend to do my utmost to work for their release.

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* The Secretary-General delivered this portion of his statement in English.

As the Organization responds to new challenges, its staff are being called upon to undertake new and difficult tasks, sometimes, under conditions which involve elements of risk. I will do everything in my power to make sure that this risk is minimal.

I very much appreciate the way in which you, the staff of this great Organization, have welcomed me to my new responsibilities.

I have already met many of you and look forward to meeting colleagues from all duty stations. I plan to see as much as possible of the United Nations operations in the field, as soon as I can.

Indeed, I greatly welcomed my recent opportunity of stopping in El Salvador after the signing ceremony in Mexico City last week, and of seeing the outstanding job done by the staff of the United Nations Observer Mission in El Salvador (ONUSAL) in the extremely complex operation they are undertaking in that country, including monitoring the observance of human rights. More than 30 per cent of the staff of ONUSAL are women, and the staff belong to more than a dozen nationalities.

The Organization that we all have the privilege to serve belongs to all the peoples of the world. It represents, as my most distinguished predecessor, H.E. Sr. Javier Pérez de Cuéllar, said in his farewell address to you last month, "the best hope of all humanity".

Let me take this immediate opportunity to pay warm tribute to the former Secretary-General. During his leadership of the United Nations, it moved from the wings to the centre of the world's stage. Today, the Organization is engaged in the full panorama of international issues, and is again playing the major part foreseen for it by the drafters of the San Francisco Charter in 1945.

The successes of the past years are a matter of record, as is the new light in which the world now sees the United Nations. The concept and practice of peace-keeping have gained new dimensions, as operations of unprecedented variety and scope are being mounted all over the world, and as the Organization's essential peace-keeping role has been reinforced.

Over the last few years, the Organization has, in some ways, changed greatly. Its relevance has been re-established. At the same time, novel and far-reaching problems are being placed on our agenda. It will be our task to build on the foundations which have now been so effectively reinforced.

I believe that the Organization will need to review all aspects of its machinery for the maintenance of international peace and security so as to ensure that it is fully adapted to the new requirements of international action through the United Nations. It is, of course, not for me but for Member Governments to examine the functioning of the related intergovernmental institutions. But, as the chief Administrative Officer of the Secretariat, it is my task to look at how our organizational response is structured, staffed and coordinated, as well as supported and financed.

/...

We all know that there has been considerable discussion of reform of the Organization in recent months. I have read more than 22 reports on this subject. I have been deeply engaged in studying the matter, and I shall be announcing my initial decisions over the next few weeks. I simply want to assure you that any reforms that are carried out will be in the best interests of the Organization. I shall be most mindful of the concerns and interests of the staff of the United Nations. I intend to rely primarily on existing staff and maximum use of officials currently serving in the Organization. In this connection, I propose to minimize external recruitment in the early stages of this process.

I believe that our tasks together over the next five years will stretch the capacities of this Organization to the fullest degree, as we carry out the new agenda of the United Nations. It is evident that in fulfilling my responsibilities I will need your fullest support and cooperation. I am aware of the vast resources of talent, experience and loyalty among the staff, and how your commitment sustained the Organization through the darkest days. I feel sure that I can count on you.

*It is too soon to discuss my various responsibilities as head of the United Nations Secretariat in detail. It is not too soon, however, to stress that I am well aware of your concerns regarding salaries, pensions and career development. I shall study these questions carefully and shall spare no effort in addressing your concerns. I do not want to make any specific promises that I might be unable to keep. I can promise you, however, that I shall give staff problems serious consideration in order to afford you maximum safety and every possible advantage.

I believe that the paramount consideration in the employment of the staff must be the need to provide the Organization with the services of people who possess the highest standards of efficiency, competence and integrity. Discrimination on any ground must not be tolerated. Improving the status of women in the Secretariat must, in particular, receive our full attention. I shall be guided in this regard by Article 8 of the Charter, which stresses that no restrictions shall be placed on the eligibility of men and women to participate under conditions of equality in the organs of the United Nations. Preventing all forms of discrimination and ensuring that decisions in respect of staff are based on merit are the keys to good administration and maintaining staff morale.

I firmly believe in the process of consulting with staff members on questions of staff policy before final decisions can be taken. Moreover, the Staff Rules and Regulations mandate such a process. Functioning properly, staff representative bodies can make a positive contribution to management.

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* The Secretary-General delivered this portion of his statement in French.

I place the highest value on the quality of management. Why? Because as the Organization plays an increasingly operational role, programme performance becomes more important, and its criteria have become quite concrete.

My management policy will be to delegate and expect managers to manage. From a consultative, deliberative body, our Organization has become an increasingly operational institution. The nature of administration and management must therefore change. I shall, inter alia, do everything within my power to make administrative procedures simpler, more transparent and easier to follow.

I am concerned by the fact that some members of the Secretariat staff are receiving salary supplements from their countries. This practice is totally incompatible with the independence of the international civil service and cannot be tolerated.

As you know, it is for the General Assembly as well as for me and the competent Secretariat units to take decisions regarding the management of the Organization. The General Assembly formulates policy directives to guide the Secretary-General in executing its mandates, and it is with the greatest pleasure that I prepare to work with the representatives of the General Assembly. Within the framework of these policy directives, decision-making authority ultimately rests with the Secretary-General. I am convinced that, in this spirit, the Governments of Member States will give their full support to the chief administrative officer of the Organization.

Dear colleagues and friends, for when we are colleagues we are friends, I should like, by way of conclusion, to recall that the fiftieth anniversary of the United Nations will take place during my term as Secretary-General. We must begin preparing at once to make this anniversary an event that will mark the history of international relations and give a new dimension to our institution.

At the same time, I believe that we must safeguard the purposes and principles of the Charter so that our Organization may become an even more effective instrument at the service of mankind. Its standards are excellence, reflected in its accomplishments, integrity, in its respect for the purposes and principles of the Charter, and impartiality, in its efforts to harmonize the views of all Member States. It is my view that, in choosing to serve the Organization, staff members commit themselves to striving for excellence and not settling for a close approximation. Enhancing the effectiveness of our Organization requires close collaboration between Member States, the staff of the Organization and the Secretary-General. This collaboration must be strengthened and revitalized. I am convinced that these goals are well within our reach if we do not lose sight of the purposes and principles of the United Nations.

With confidence, enthusiasm and fervour we shall work together, cooperate together and struggle together to strengthen the dialogue between peoples and nations, maintain peace and promote cooperation - new cooperation between East

and West in the wake of the cold war and ongoing cooperation between North and South, pursued since the end of the decolonization period.

I wish you all - somewhat belatedly, since it is already the end of January - a very happy 1992, much success and happiness and much satisfaction in your work.

## II. STATEMENT BY THE PRESIDENT OF THE STAFF COMMITTEE AT HEADQUARTERS

I welcome you all to this, our first meeting with our new Secretary-General.

Mr. Secretary-General, on behalf of the staff I welcome you to your important post at the helm of the Secretariat.

You have assumed office at a time of unprecedented change. The United Nations is being called upon to meet ever more challenges and to play a broader role in peacemaking and the alleviation of human suffering. During your term of office history will continue being made by the Organization, as the peoples of the world increasingly look to the United Nations to bring them relief from war, starvation, disease and other afflictions of the modern world.

Mr. Secretary-General, you have a staff that has always risen to the occasion and proved itself over and over again, often in situations of grave danger. We are completely dedicated to this Organization, and shall continue to ensure that it is always in top operating form, and ready to meet whatever challenges may face it.

The staff representatives look forward to excellent relations with you and your representatives in the consultative process, which plays such a crucial role in the establishment and discussion of our terms of service and conditions of life as international civil servants.

Again we welcome you, and wish you good fortune and complete success at the head of the Secretariat.

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UNITED
NATIONS

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Secretariat

ST/IC/1992/7
24 January 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: TRANSITIONAL MEASURE UNDER THE UNITED NATIONS JOINT STAFF PENSION FUND PENSION ADJUSTMENT SYSTEM: WAIVER OF PERIOD OF NOTICE OF RESIGNATION

1. The General Assembly, by resolution 46/192 of 20 December 1991, approved a longer-term modification of the United Nations Joint Staff Pension Fund (UNJSPF) pension adjustment system for determining the initial local-currency pensions of certain staff in the Professional and higher categories, with effect from 1 April 1992. The earlier transitional measure adopted by the General Assembly in 1990 will, as scheduled, expire on 31 March 1992. The background of the longer-term modification and of the transitional measure, including the countries to which the latter applies, is described in detail in the letter, dated 30 September 1991, sent to all participants in the Fund by its Secretary.

2. The purpose of the present circular is to inform staff members in the Professional and higher categories who meet the eligibility requirements for the transitional measure that, in order to benefit from it, they must separate from service no later than 31 March 1992. Eligible staff who are considering this option may wish to obtain estimates of their benefits for comparison purposes from the Pension Fund. All such staff who decide to take advantage of the transitional measure may request a waiver or reduction of the period of notice of resignation required by the Staff Rules. The Administration will consider favourably any such request.

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92-03443 3030d (E)

UNITED
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Secretariat

ST/IC/1992/8
28 January 1992

INFORMATION CIRCULAR

To: Members of the staff who are liable to pay income taxes to United States tax authorities on United Nations salaries and emoluments

From: The Controller

Subject: PAYMENT OF INCOME TAXES*

DEADLINES FOR SUBMISSION. Requests for reimbursement of 1991 taxes must be submitted:

| | |
|---|---|
| Staff serving in the United States: | by 2 March 1992 |
| Staff serving elsewhere: | by 3 April 1992 |

Note

The present circular contains important information about the reimbursement of income tax by the United Nations. Read it carefully and be sure that anybody you ask to assist you in the preparation of your tax returns reads it also. You will be required to certify as to the accuracy of certain statements made in your request for reimbursement and to give consent to the Organization to obtain certain verifications directly from the Internal Revenue Service. This is explained fully in paragraphs 5 and 6 below.

BASIS OF TAX REIMBURSEMENT. Your attention is drawn in particular to paragraph 26, which explains the computation of the reimbursement, and to paragraph 10, which defines your responsibility for informing the Organization of any change in your tax liability.

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* Personnel Manual index No. 3070.

MINIMIZING OF TAX. You are required to make maximum use of all deductions available to you and to certify to this effect (see paras. 7-9 below).

TWO-PARTY CHEQUES. Reimbursement cheques will normally be made payable jointly to you and the tax authority. They must be endorsed by you and transmitted to the tax authorities. Two-party cheques may not be negotiated without both parties' endorsements (see para. 12 below).

CHANGES IN 1991 TAXES AND 1992 ESTIMATED TAX PAYMENTS. There are changes affecting self-employment tax which all United Nations staff members who are United States citizens resident in the United States must pay (see para. 49 below). There are also changes for some taxpayers in the required calculations of estimated taxes for 1992 (see para. 46 below).

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# I. UNITED NATIONS POLICY AND PROCEDURES ON INCOME TAX REIMBURSEMENT

## A. Rationale for reimbursement of taxes levied on United Nations income

1. Most Member States, by acceding to section 18 (b) of the Convention on the Privileges and Immunities of the United Nations, have exempted United Nations staff members from national taxation of their official emoluments. A few Member States, however, have not done so in respect of their citizens or permanent residents, and these staff members may thus be required to pay national taxes on their United Nations income. In the interests of equity, the General Assembly therefore established a system to reimburse income taxes to those staff members of the United Nations who are required to pay taxes in respect of salaries or other emoluments which they receive from the United Nations.

2. The purpose of the reimbursement system is to place United Nations staff members subject to taxation in the position they would have been in if their official emoluments were not taxed. Hence, it is intended neither to provide a benefit, nor to place the staff member at a disadvantage, in relation to other United Nations staff members who are not required to pay taxes to a Member State on their United Nations emoluments. It is for this reason that United Nations staff regulation 3.3 (f) (i) stipulates that in no case shall the reimbursement by the United Nations exceed the final income taxes actually paid and payable in respect of a staff member's United Nations income.

3. A staff member who is a United States citizen or who has signed the waiver of immunities is, as a rule, subject to taxation on his or her earnings from the United Nations. IT IS THE STAFF MEMBER'S PERSONAL RESPONSIBILITY TO ASCERTAIN AND MEET HIS OR HER LEGAL OBLIGATIONS, IF ANY, ARISING UNDER UNITED STATES FEDERAL, STATE AND MUNICIPAL INCOME TAX LAWS.

4. A staff member who (a) is liable for such taxes for 1991 and/or 1992; (b) is eligible for reimbursement of such taxes under staff regulation 3.3 (f); and (c) wishes to claim reimbursement from the United Nations may apply for reimbursement of such taxes in accordance with the procedures set out in the present circular.

## B. Requirements for applications for reimbursement or for advances to pay estimated taxes

5. Staff members applying for reimbursement of federal, state and/or municipal taxes and/or for advances to pay estimated taxes must submit a duly signed and complete application. A complete application consists of three elements: (a) a request for settlement of income tax and/or a request for cheques to pay estimated income taxes (United Nations form F.65); (b) a consent for the Internal Revenue Service (IRS) to disclose tax return

information to the United Nations (United Nations form F.243); and (c) true and complete copies of the relevant tax returns and supporting information for the year for which reimbursement is requested. If an application for reimbursement of taxes is for states other than New York, New Jersey or Connecticut, or for municipal authorities other than New York City, the relevant instructions issued by the tax authority must be attached to the application. A REQUEST FOR REIMBURSEMENT OR FOR ADVANCES WILL BE CONSIDERED AS INCOMPLETE IF NOT ACCOMPANIED BY PROPERLY COMPLETED FORMS F.65 AND F.243 AND THEREFORE WILL BE RETURNED TO THE STAFF MEMBER CONCERNED.

6. In signing form F.65, staff members certify and undertake very specific obligations as a condition of receiving reimbursements and/or advances. Failure to adhere to these obligations will result in (a) suspension of issuance of further tax reimbursement cheques; (b) recovery of amounts already advanced and/or paid; and (c) possible disciplinary action.

7. In order to minimize the burden on the Tax Equalization Fund, of which the Secretary-General is the trustee, and on voluntary funds from which tax reimbursements may be made, a staff member claiming reimbursement is required to make maximum use of all deductions, exemptions and adjustments to income to minimize his or her tax liability. In claiming a reimbursement from the United Nations, a staff member, inter alia, certifies and agrees that he or she will do so on the request for settlement of income taxes (form F.65).

8. Staff members are required to itemize deductions if these would exceed the standard deductions allowable. Staff members should refer to the instructions issued by the relevant income tax authorities for examples of the deductions allowed (see also para. 25 and paras. 79 and 80 below). If a staff member does not itemize deductions but it is determined by the United Nations that itemizing deductions would result in a lower tax, tax returns will be returned to the staff member as incomplete. The staff member will be required to resubmit his or her claim with an itemized deduction schedule. Failure to comply with the foregoing requirement will result in a rejection of the application for reimbursement.

9. The Tax Reform Act of 1986 and the Revenue Act of 1987 have changed some of the considerations in deciding whether to file a joint or a separate income tax return. Many taxpayers who had filed joint returns in the past may wish to calculate their tax on a married filing separate basis to determine which status would result in the lower tax liability. The filing of joint returns may still result in a lower tax liability in the majority of cases. As in the past, staff members should select the method that would result in the minimum tax liability. Furthermore, staff members certify, on form F.65, that they have minimized their income tax and have filed joint returns when such would result in lower taxes. In this connection, it should be noted that changes in the New York State income tax laws now require that taxpayers who file joint federal returns must, with very few exceptions, file joint New York State returns. The 1976 Tax Reform Act, permitting the filing of joint returns by citizens and resident aliens with spouses who are non-resident aliens, is still applicable. The United Nations may require staff members who do not

file joint returns, although eligible to do so, to provide a written explanation as to the reason for not doing so, together with a copy of the spouse's tax return, where applicable, in order to substantiate the certifications made in form F.65.

10. IT IS THE RESPONSIBILITY OF EACH STAFF MEMBER, IN ACCORDANCE WITH THE CERTIFICATION GIVEN IN SIGNING FORM F.65, TO NOTIFY THE UNITED NATIONS PROMPTLY OF (a) ANY AMENDED RETURNS FILED SUBSEQUENT TO THE COPIES SUBMITTED TO THE UNITED NATIONS; AND (b) ANY INCREASE OR DECREASE IN THE STAFF MEMBER'S TAX LIABILITY THAT MIGHT REQUIRE ADJUSTMENT OF TAXES, WHETHER THAT CHANGE TAKES PLACE BEFORE OR AFTER THE RETURN IS FILED AND WHETHER OR NOT THAT CHANGE PERTAINS TO THE STAFF MEMBER'S INCOME DERIVED FROM THE UNITED NATIONS. Any change in income from non-United Nations sources, or in deductions from any source, will probably affect United Nations reimbursements. Consequently, any change in tax liability, whether or not a joint return is filed, must be reported to the United Nations.

11. As explained in information circulars ST/IC/84/80 and ST/IC/87/64, staff members claiming reimbursement of United States income taxes are required to complete and sign, in addition to form F.65, "Request for settlement of income taxes", the attached United Nations form F.243, "Consent for the Internal Revenue Service to disclose tax return information to the United Nations". The form is for use by the United Nations in confirming with IRS the data provided by staff members. The United Nations will assume the responsibility for any fees. Specific instructions for completing form F.243 for the tax year 1991 are given in paragraph 31 below.

## C. Issuance of tax cheques by the United Nations

12. Cheques issued as the final settlement for federal, state or municipal income tax liabilities attributable to United Nations earnings and/or as advances to pay estimated taxes will normally be drawn to the order of the income tax authorities and the staff member concerned; exceptions to this arrangement will be made only if the staff member submits evidence that payment has already been made, in which case cheques will be made payable to the order of the staff member only. Cheques payable to a tax authority and a staff member MAY NOT BE NEGOTIATED without both parties' endorsements and must NEVER be deposited into a personal account. Accordingly, it will be necessary for the staff member to endorse such cheques, thereby making them payable to the tax authorities. FAILURE TO ENDORSE AND FORWARD THESE CHEQUES PROMPTLY TO THE APPROPRIATE INCOME TAX AUTHORITIES MAY RESULT IN SUSPENSION OF ISSUANCE OF FURTHER CHEQUES OR REPLACEMENT CHEQUES, RECOVERY OF AMOUNTS ALREADY ADVANCED AND/OR PAID AND DISCIPLINARY ACTION. TAX REIMBURSEMENT CHEQUES WHICH ARE NOT ENDORSED AND FORWARDED PROMPTLY TO THE APPROPRIATE TAX AUTHORITY WILL BE CANCELLED. A REQUEST TO REISSUE SUCH CHEQUES WILL BE SUBJECT TO THE PROVISIONS OF STAFF RULE 103.15 (see also para. 17 below).

13. A staff member should keep a record of the number of each cheque received from the United Nations for tax purposes. Staff members who need to obtain copies of cancelled cheques will be able to obtain them only by providing the United Nations with the actual cheque numbers together with justification for the request. The tax authorities require the taxpayer to enter his or her Social Security number on each cheque to ensure that the cheque will be credited by the tax authority to the proper account.

14. Staff members who expect to be on official travel or leave on the date that tax cheques are issued should make prior arrangements with their executive officer to have the cheques issued early and forwarded to them so that they can endorse and send the cheques to the appropriate tax authorities before the date on which tax returns or estimated instalments are due.

## D. Social Security numbers or taxpayer account numbers

15. The United States Internal Revenue Service, in connection with the operation of its automatic data-processing programme, requires that taxpayers indicate their Social Security number on their tax return for use as a taxpayer account number. Under the Internal Revenue Code, a penalty may be imposed for failure to supply an account or identification number, unless the taxpayer can show that the failure was due to reasonable cause.

16. Staff members who are liable to pay United States federal income tax should obtain a Social Security or taxpayer account number, even if they are not citizens or if their United Nations earnings are not otherwise subject to Social Security coverage. If a number is needed, the staff member should file federal application form SS-5 with the local office of the Social Security Administration. If a number has been applied for but not received by the due date for filing, the return should be filed anyway, and the words "Applied for" entered in the space provided for the number. Missing or incorrect Social Security numbers may result in the tax authority applying stringent penalties. Therefore, staff members are urged to apply for and/or to provide the Payroll Unit with their Social Security numbers. The Payroll Unit requests staff members, on an annual basis, to confirm or update the record of their Social Security number and address maintained by the Payroll Unit.

## E. Limitation on retroactivity of claims for reimbursement of taxes

17. The reimbursement of income taxes shall be deemed to be claimable by staff members on the last date on which their return for a particular year must be filed with the tax authority, without any extension of time for filing other than the automatic extension for staff serving abroad. In accordance with staff rule 103.15, no claims for reimbursement of tax will be entertained beyond one year after that date, unless the United Nations accepts that there are extenuating circumstances. In such cases, a staff member may request that the time-limit in staff rule 103.15 be waived, supporting such a request by a written explanation of the delay and the circumstances which resulted in the

failure to submit the claim for reimbursement within the prescribed period. Staff members will be required to submit sufficient documentary proof establishing their liabilities with the respective tax authorities.

### F. Policy regarding interest and penalties imposed by tax authorities

18. As the responsibility for filing complete, correct and timely tax returns and estimated tax payments with any amounts due is that of the individual taxpayer, the United Nations will not reimburse staff members for interest or penalties imposed by tax authorities on their United Nations earnings. There are three exceptions to this rule. The United Nations may reimburse interest and penalty charges that arise from (a) delays which are acknowledged by the United Nations as being due to the Organization; (b) following incorrect written instructions of the United Nations or using the earnings data provided incorrectly by the Organization; and (c) extensions for staff members serving the United Nations outside the United States. (For further information on item (c), see paras. 54, 55 and 65.)

### G. Income tax assistance

19. Neither the Office for Programme Planning, Budget and Finance nor the Office of Legal Affairs is staffed to provide advice or assistance to staff members on tax matters other than in relation to United Nations earnings. Accordingly, should advice on other income or on the completion of income tax returns be needed, the staff member should consult government income tax authorities or other competent services. Under the provisions of staff regulation 1.6, staff members are not permitted to provide assistance in income tax matters to other staff members for remuneration.

## II. PROCEDURES FOR REIMBURSEMENT OF FEDERAL, STATE AND MUNICIPAL INCOME TAXES FOR CALENDAR YEAR 1991

### A. Statement of taxable earnings

20. Each staff member who, on the basis of information available to the Payroll Unit at Headquarters, may be subject to United States taxes will receive a detailed statement of his or her United Nations earnings for 1991 on United Nations form F.42, "Statement of taxable earnings". The statements will be distributed by the end of January 1992.

21. A staff member who (a) was payrolled at any time in 1991 by the Economic Commission for Africa (ECA), the Economic Commission for Latin America and the Caribbean (ECLAC), the Economic and Social Commission for Asia and the Pacific (ESCAP), the United Nations Environment Programme (UNEP), the United Nations Centre for Human Settlements (UNCHS), the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations University (UNU) or the United Nations Relief and Works Agency for Palestine Refugees in

the Near East (UNRWA); and (b) is required to file a United States federal income tax return, should obtain a statement of his or her United Nations earnings directly from the appropriate finance office. Except for staff of the United Nations Office at Vienna, UNRWA and ESCAP, whose tax settlements are processed at the headquarters of those units, staff members obtaining statements of earnings from offices away from Headquarters should request that office to send a copy of such a statement to the Headquarters Payroll Unit.

22. Special attention is drawn to the format of the statement of taxable earnings. Staff members will note that it contains, on the lower part of the form, a printed statement which explains that, since remuneration from an international organization is not subject to withholding, his or her employer (the United Nations) is exempt from issuing a Wage and Tax Statement, IRS form W-2, per se. In order to provide equivalent information to the tax authorities, however, each staff member should sign and attach the United Nations statement of taxable earnings to the income tax return that he or she files with the appropriate tax authorities, i.e., the top copy to the federal return (IRS form 1040), the second to the state return and the third to any municipal return. The fourth copy is for his or her own file.

23. The following is an explanation of the items that will be shown in the statement of taxable earnings (F.42). Salary and emoluments include all earnings paid during the calendar year 1991. The amount of salary shown is the gross salary, i.e., salary before the deduction of staff assessment. The applicable detailed entries will show regular salary (gross), post adjustment, allowances, additional salary payments upon separation and the taxable portion of partial or full lump-sum distributions received from the United Nations Joint Staff Pension Fund (UNJSPF) (see also paras. 71-73 below). The 1991 statements of taxable earnings will also include the following taxable income items:

(a) Travel on appointment;

(b) Assignment grant;

(c) Removal of household effects;

(d) Home leave travel;

(e) Education grant travel;

(f) Family visit travel;

(g) Travel on annual leave from designated duty stations;

(h) Rental subsidy.

Other items may also be included in the case of staff members who have separated from the Organization. The total of all items referred to in this paragraph is the amount that will be reported directly by the United Nations to IRS and is the amount that should be reflected in the staff member's income tax returns.

24. Every possible effort will be made to ensure that all taxable income items have been included on the statement of taxable earnings. However, even if some items have been omitted, it remains the responsibility of the staff member to include all taxable items on his or her tax return and to inform the Headquarters Payroll Unit of the amount and date of any item omitted from a statement.

25. The amounts shown on the statements of taxable earnings are not reduced by allowable deductions. While all of the items listed in paragraph 23 above are taxable, several of them, in particular items (a), (b) and (c), might be reduced by expenses that are attributable to the income items. Staff members MUST take the maximum amount of permissible deductions against the taxable income items shown in paragraph 23 above. Information concerning deductions can be obtained from instruction pamphlets and forms issued by IRS and/or state and local tax authorities.

## B. Computation of the reimbursement

26. The method of computing the taxes payable on United Nations earnings and, thus, the amount which the United Nations will reimburse to a staff member is as follows. For the calendar year 1991, as in previous years, the tax attributable to United Nations salary and emoluments is considered to be the difference between (a) the total tax payable for the year as shown in the copies of the tax return submitted by the staff member, with United Nations income (as shown on the statement of taxable earnings) INCLUDED and (b) the tax that would be payable if United Nations income were EXCLUDED. Both calculations use the actual deductions and exemptions claimed by the staff member on his or her tax return. This means that tax on outside income is a crucial factor in determining the share of total tax to be reimbursed by the United Nations. The deduction to income for self-employment tax (see para. 49 below) will be applied against United Nations income to the extent that this amount is attributable to United Nations income.

27. However, in making these calculations, deductions or credits available only to low-income taxpayers, such as the earned income credit under the Tax Reform Act of 1976, are not taken into consideration.

## C. Office to which settlement claims are to be submitted

28. All staff members (except those who are or were payrolled by the United Nations Office at Vienna, UNRWA or ESCAP) requesting reimbursement of federal, state and municipal income taxes for the calendar year 1991 should submit their completed applications to the Payroll Unit of the Office for Programme Planning, Budget and Finance, Room S-1830, United Nations Headquarters. Staff members payrolled by the United Nations Office at Vienna, UNRWA or ESCAP should submit their applications for reimbursement to their respective finance offices, which will process their applications locally.

D. Deadline for submission of settlement claims for 1991

29. All staff members serving in the United States should submit their completed applications for reimbursement as soon as possible after receipt of the statement of taxable earnings (F.42), but NOT LATER THAN 2 MARCH 1992. For the reasons given in paragraph 55 below, for staff members serving outside the United States, the deadline for submission of applications for reimbursement is 3 APRIL 1992.

30. Any staff member who received advances to pay estimated taxes for the tax year 1991 must submit a copy of his or her final tax returns for 1991, together with a request for final tax settlement (or balance) (form F.65) and form F.243, to the Payroll Unit. If a staff member does not submit these by 15 September 1992, the payments which have been made to him or her WILL BE RECOVERED FROM SALARY.

E. Completion of United Nations form F.243

31. As indicated in paragraph 5 above, all requests for reimbursement must include a properly completed form F.243 (attached). Staff members are required to complete all items of form F.243, as well as to sign and date the form. Staff members who did not receive a reimbursement from the United Nations in respect of 1990 and/or prior years may obtain, from the Payroll Unit, a copy of United Nations form F.243, to be completed for 1991.

F. Incomplete or incorrect applications

32. The elements of a complete application are set out in paragraphs 5 above and 49 below. An incomplete application will not be considered a valid request and will be returned to the applicant. In such cases, the date of submission will be the date of receipt of the corrected, complete return. The Payroll Unit will not complete forms or schedules for staff members.

33. If the Payroll Unit determines, in the course of processing a request for reimbursement, that an error has been made by a staff member in his or her tax return(s), it will issue to the staff member a written notice of corrections to be made to the tax return(s). Staff members are required to acknowledge and certify that they have made the appropriate changes on their tax returns submitted to the tax authorities and to return the certified correction notification, together with a copy of the corrected return(s), to the Payroll Unit. The United Nations will not be responsible for any delays in the issuance of cheques because of the requirements for returning the correction notification form to the Payroll Unit. Staff members should not, however, rely on the Payroll Unit to detect errors; they remain fully responsible for filing correct returns with the tax authorities.

34. In instances when staff members have filed their returns with the tax authorities before receipt of a correction notification, they should submit

appropriately amended returns to the tax authorities and copies to the Payroll Unit.

35. Failure by staff members to return complete and correct copies of tax returns to the Payroll Unit by 15 June 1992 (or the nearest quarterly deadline date for those submitting their returns after the deadline of 2 March 1992) will result in the suspension of future quarterly tax advance cheques and/or recovery of advances already paid.

## G. Overpayment of tax advances

36. If it is determined, based on the final tax returns submitted with the request for reimbursement, that a staff member has received from the United Nations advances to pay estimated taxes which exceed his or her entitlement to tax reimbursement for that year, that excess amount will be applied by the United Nations toward the following year's estimated tax payments and such payments will be reduced accordingly. Where applicable, that amount is indicated on the transmittal statement accompanying reimbursement and advance cheques. The excess amount will be deducted from the first quarterly advance cheque and, if necessary, from subsequent advance cheques. Any overpayment that is not recovered from estimated tax payments will be recovered from salary or final entitlements.

37. In such cases, staff members should request, on their current year's tax return, that any overpayment (refund due) pertaining to their United Nations earnings be applied to their next year's estimated taxes. In cases where an overpayment (refund due) pertains to non-United Nations income (spouse's or other income), staff members may request that such amounts be refunded and may retain such amounts. Staff members who are uncertain whether an overpayment pertains to United Nations income or non-United Nations income may consult with the Payroll Unit, as discussed in paragraph 42 below.

## H. Issuance of final 1991 tax payment cheques

38. As in the past, the distribution of the final tax payment cheques in respect of 1991 income taxes will be made on a staggered basis. Thus, the earlier a staff member submits a complete and correct application, the earlier his or her reimbursement cheques will be issued. Executive officers will be notified when cheques are ready for distribution. The final tax cheques for all claims submitted on or before 2 March 1992 will be issued by 8 April 1992.

39. In accordance with the procedure described in paragraph 12 above, at least two final settlement cheques will be issued for each staff member, one for federal income tax and Social Security, and the second for the combined New York State and New York City income taxes (or other state or municipal tax authority). It may also be necessary to issue additional cheques to a staff member only, depending upon his/her non-United Nations taxable income, estimated tax payments made by him/her other than those advanced by the United

Nations and other factors determining the respective liabilities of the United Nations and the staff member.

### I. Timely filing of tax returns

40. If United Nations cheques are not received by 15 April 1992, a staff member should file his or her returns on time with the appropriate tax authorities. This will avoid the penalty for failure to file the tax return within the time prescribed by law. If the tax return is filed without total payment, however, IRS and other tax authorities will levy a charge for the failure to pay the tax or portion thereof when due. The penalty for late payment, for federal and New York State taxes, is one half of 1 per cent of the amount of tax unpaid increasing to 1 per cent per month for each month beginning after the date of the levy.

41. In this connection, the staff member is responsible for his or her share of the tax due and any interest and penalty related thereto. If, despite compliance by the staff member with the procedures set out in the present circular, the United Nations cheques were not received, relevant charges levied will be dealt with in accordance with the provisions of paragraph 18 above.

### J. Inquiries and forms

42. In order to allow the Payroll Unit the maximum time in which to complete the processing of tax returns, inquiries will be received by the Payroll Unit only during the hours of 1.30 to 4.30 p.m. on Mondays, Wednesdays and Fridays from 18 February through 13 April 1992. These inquiries can be made by telephone (963-6393) or in person. During these hours a representative of the Payroll Unit will be available in room S-1800. Staff members are requested to limit the number of inquiries in order that optimum service may be provided to all.

43. Most forms required for filing federal, New York State and New York City returns are available in local banks and post offices. The Payroll Unit will attempt to obtain and maintain a supply in room S-1830 which will be available to staff members on a limited basis. However, some specialized forms may have to be obtained directly from the competent tax authorities.

## III. ADVANCES FOR ESTIMATED FEDERAL, NEW YORK, NEW JERSEY OR CONNECTICUT AND NEW YORK CITY INCOME TAXES FOR CALENDAR YEAR 1992

44. A staff member who will be liable to pay federal, New York State, New Jersey, Connecticut or New York City income taxes for 1992 is required to file, by 15 April 1992, a declaration of estimated tax on his or her estimated 1992 income, including salary and emoluments to be received from the United Nations.

45. Instructions regarding the filing of the declaration of estimated income tax, showing how and when payments are to be made, will be found on federal tax form 1040ES, New York State tax form IT2105 and New Jersey State tax form NJ 1040ES. Further information will be circulated regarding Connecticut estimated tax when it is received.

46. Staff members should be aware that in most circumstances they will be required to pay as estimates of their 1992 federal tax at least the lesser of (a) 100 per cent of their actual 1991 tax (including the self-employment Social Security tax) or (b) 90 per cent of their 1992 tax (including Social Security), in equal quarterly instalments, in order to avoid the penalty for underpayment of estimated taxes for 1992. Staff members whose 1992 modified adjusted gross income exceeds their 1991 actual adjusted gross income by more than $40,000 will in most cases be required by IRS to make a special computation of their 1992 estimated tax payments. Staff members who may fall into this category for the special computation should consult with the Payroll Unit as soon as possible on the calculation of their estimated payments. IT IS THE RESPONSIBILITY OF STAFF MEMBERS TO INCLUDE ON THEIR ESTIMATED TAX FORMS ESTIMATES OF ADDITIONAL TAXABLE INCOME FROM SOURCES OTHER THAN THE UNITED NATIONS AND TO PAY THE ESTIMATED TAX DUE THEREON.

47. The United Nations is prepared to assist staff members to meet this obligation and to facilitate the payment of estimated taxes by issuing quarterly cheques to staff members, as described in paragraph 12 above, on request and under the conditions prescribed below:

(a) The request for cheques to pay 1992 estimated income taxes, which is on the reverse of the attached United Nations form F.65, should be completed at the same time as the request for the 1991 final tax payments;

(b) No cheques will be issued to pay 1992 estimated income taxes to any staff member who has received advances to pay 1991 estimated income tax but has not filed a completed tax form for that year. An exception to this rule may be made in cases where a staff member was transferred overseas during 1991, expects to qualify for exemption or special deductions and has requested an extension of time for filing his or her tax return (see para. 62 below);

(c) The amounts of the estimated tax cheques issued by the United Nations will be determined by the Office for Programme Planning, Budget and Finance and will normally be based on earnings received from the United Nations and on the amount of taxes paid on United Nations income for the full year 1991 plus the United Nations portion of the Social Security payment expected to be paid for 1992;

(d) The United Nations will not reimburse a staff member for interest or penalties imposed due to failure to pay estimated taxes or due to underpayment of estimated taxes except as specified in paragraph 18 above;

(e) The payments advanced during the year will be applied against the amount finally determined as reimbursable by the United Nations for the year 1992.

48. The estimated tax is payable to the tax authorities in four quarterly instalments - on 15 April 1992, 15 June 1992, 15 September 1992 and 15 January 1993. Cheques for the first quarterly instalment of the 1992 taxes will be issued on 8 April 1992, and those for subsequent quarterly payments will be issued on 8 June 1992, 8 September 1992 and 8 January 1993.

## IV. SOCIAL SECURITY TAXES

49. It is mandatory that all United States citizens report their self-employment tax. United States citizens (but not resident aliens who have signed a waiver of immunity) have Social Security coverage while employed by the United Nations and serving in the United States. For 1991, these citizens will be taxed as if they were self-employed at the rate of 12.4 per cent (old age, survivors and disability insurance) tax for earnings up to $53,400 and 2.9 per cent (hospital insurance) tax for earnings up to $125,000. These calculations will be based on an amount reflecting 92.35 per cent of income received from the United Nations. In addition, a deduction of self-employment tax from taxable income is allowed. The amount of the deduction is one half of the self-employment tax reported on Schedule SE. The deduction is reported on line 25 of IRS form 1040 and line 18 of New York State forms 201 and 203 (see para. 26 above).

50. United States citizens serving abroad do not, except as indicated in paragraphs 69 and 70 below, have Social Security coverage, i.e., they are neither subject to the tax nor can they obtain coverage by voluntary payments.

51. An individual's total estimated tax is defined as the sum of his or her estimated income tax and self-employment tax. This means that a United States citizen employed by the United Nations in the United States is required to pay his or her self-employment tax on a quarterly basis. The payment of any balance of the self-employment tax in respect of the year 1991 will be due on or before 15 April 1992 together with the federal income tax return. Schedule SE to IRS form 1040 must be filed to report the self-employment tax.

52. The General Assembly has approved payment of the difference between the amount of Social Security tax a staff member of United States nationality is required to pay as a United Nations employee and the amount he or she would have to pay as the employee of a taxable employer. For 1991, this payment will cover the difference between 15.3 per cent and 7.65 per cent of the income concerned. Hence, the maximum amount payable by the United Nations will be $5,123.30 (6.2 per cent of $53,400 and 1.45 per cent of $125,000). The maximum amount payable by the staff member will also be $5,123.30 (6.2 per cent of $53,400 and 1.45 per cent of $125,000). For 1992, the United Nations portion will remain at 7.65 per cent and the staff member's portion will also remain at 7.65 per cent. The maximum amount payable by the

United Nations and the staff member for 1992 will therefore be $5,328.90 (6.2 per cent of $55,500 and 1.45 per cent of $130,200) each.

53. Application for payment is made by completing the appropriate section of United Nations form F.65 and attaching a completed copy of federal tax schedule SE with the submitted tax return. The amount due from the United Nations in respect of self-employment tax is automatically included in the quarterly cheques issued by the United Nations for payment of estimated United States federal income tax.

## V. SPECIAL PROVISIONS AND PROCEDURES APPLICABLE TO STAFF MEMBERS SERVING OUTSIDE THE UNITED STATES

### A. Special provisions affecting 1991 income tax returns

54. IRS grants taxpayers who are physically outside the United States on 15 April 1992 an automatic extension to 15 June 1992 for the filing of income tax returns for 1991, in recognition of the difficulties that such taxpayers may encounter in meeting the 15 April deadline. Although this extension is granted automatically upon certification by taxpayers that they were outside the United States on 15 April, interest at the rate of 9 per cent a year and a late payment penalty at the rate of one half of 1 per cent per month are charged on payments received after 15 April.

55. The United Nations proposes to take this extension into consideration by granting those staff members serving outside the United States on 15 April 1992 an additional month in which to submit their request for settlement. As indicated in paragraph 29 above, these staff members should submit a claim for tax reimbursement as soon as possible, but NOT LATER THAN 3 APRIL 1992. The United Nations will pay the interest and penalty accrued to either the date of payment or 15 June 1992, whichever is earlier.

56. An individual meeting either the bona fide residency test or the physical presence test (see para. 58 below) may elect to exclude, in taxable year 1991, foreign earned income attributable to the period of his or her residence in a foreign country at the annual rate of $70,000. The maximum annual exclusions are computed on a daily basis and, therefore, are reduced rateably for each day that a taxpayer is present in the United States during the tax year. Staff members eligible for the foreign earned income exclusion are required to utilize it.

57. In addition to the general exclusion described above, qualifying taxpayers may also elect to exclude an additional amount based upon foreign housing costs. Staff members are required to take the full housing cost exclusion permissible. The "housing cost amount" exclusion is equal to the excess of the taxpayer's "housing expenses" over a "base housing amount", equal to 16 per cent of the salary of a United States Government employee at grade level GS-14, step 1 (as shown on IRS form 2555, "Foreign earned income") computed on a daily basis for the applicable time period.

58. The bona fide residence test is met where an individual establishes bona fide residency in a foreign country or countries for an uninterrupted period that includes a full tax year. Once bona fide residence is established, the exclusions for any partial tax year in which the period of residency began or ended should be applied. The physical presence test is met where a citizen or resident of the United States whose tax home is in a foreign country is present in a foreign country or countries for 330 days out of any consecutive 12-month period.

59. If a staff member qualifies for exclusion or special deduction from federal taxation of United Nations income earned abroad because of physical presence or bona fide residence in a foreign country or countries for federal income tax purposes, he or she may also be exempt from state and municipal income taxes with respect to such United Nations income.

60. In order to claim the exclusion, IRS form 2555, "Foreign earned income", must be filed with a timely filed return (including any extensions), a return amending a timely filed return, or a late filed return (determined without regard to any extensions) filed within one year from the original due date of the return.

61. In the case of a staff member serving outside the United States, any entitlement to deductions or exclusions, including foreign housing costs as explained in paragraph 57 above, available under the Economic Recovery Tax Act of 1981 and the Tax Reform Act of 1986, will be applied against the staff member's United Nations earnings to the extent that these deductions resulted from the period of his service abroad with the Organization.

### B. Staff members who were assigned to or returned from field offices or peace-keeping missions in 1991

62. A staff member whose assignment overseas during 1991 does not yet, but is likely to qualify him or her for exclusion or special deduction because of physical presence or bona fide residence in a foreign country or countries, should file an application for an extension of time for filing his or her 1991 United States income tax return until such date as he or she qualifies for exemption (IRS form 2350 may be used).

63. Staff members who returned from field assignments in 1991 should notify the Payroll Unit in order to determine if they are qualified to claim the "Foreign earned income" exclusion in order to minimize their tax liabilities.

64. When staff members who were qualified for "foreign earned income" exclusion in 1991 received 1991 estimated tax advances in excess of the United Nations share of their tax liabilities, resulting in an overpayment of tax, they should request IRS to apply the overpayment against 1992 estimated tax liabilities up to the amount of the 1991 United Nations tax liabilities and then to refund any remaining balance. Upon receipt of the refund, staff members should bring the IRS refund cheques to the Payroll Unit and settle any balances due to the United Nations.

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C. Special provisions affecting 1992

65. When a staff member governed by the above exclusions or special deduction submits a request for cheques to pay 1992 estimated income taxes, such advances will be made based only on the United Nations income in excess of the expected exclusion or special deduction. If, for some reason, the staff member does not later qualify for the exclusion or special deduction, the United Nations will, in addition to reimbursing the tax actually due, pay any mandatory addition to the tax for underpayment of the estimated tax.

66. The Economic Recovery Tax Act of 1981 as amended by the Tax Reform Act of 1986 will, as indicated in paragraph 56 above, reduce or eliminate the tax liability for most United Nations staff members serving outside the United States. Therefore, no estimated tax payments for 1992 will be issued for staff members serving outside the United States whose gross earnings are less than $70,000. If a staff member believes that he or she will not qualify for this exclusion, this should be brought to the attention of the Payroll Unit at the time of filing his or her request for settlement of the 1991 income taxes. However, it should be noted that staff members would be exempt from making payments of estimated tax if either of the two conditions below apply:

(a) Total tax liability (including Social Security tax) is expected to be less than $500 for 1992, after credit for withheld taxes;

(b) There was no tax liability for the preceding tax year and he or she was a United States citizen or resident throughout such year. The latter rule does not apply, however, if the preceding tax year comprised less than 12 months.

D. Staff members who are assigned to or return from field offices or peace-keeping missions in 1992

67. Staff members who are assigned to field offices or peace-keeping missions in 1992 should notify the Payroll Unit of their assignments prior to their departure. If the staff member leaves before 15 August 1992 and is not expected to return before the end of the year, there will not be any third and fourth quarter estimated tax cheques issued. Such staff members, if they are still serving outside the United States the following January, will be expected to file extensions with IRS and exclude foreign earned income attributable to the period of their residence in a foreign country at the annual rate of $70,000 (as shown on IRS form 2555).

68. Staff members who return from field offices or peace-keeping missions in 1992 should notify the Payroll Unit in order to determine if any 1992 quarterly estimated tax cheques are needed for the tax authorities.

E. Special provisions governing Social Security

69. United States citizens serving abroad (whether or not they fulfil either of the conditions specified in paragraph 58 above) do not have Social Security coverage, except as indicated in paragraph 70 below. However, to the extent that they spend time in the United States, whether on duty or on leave, their earnings for such period are subject to the self-employment tax as indicated in paragraph 49 above, which will be partially refunded by the United Nations in accordance with paragraphs 52 and 53 above.

70. The earnings for such period should be calculated by multiplying the number of days spent in the United States (including the days of arrival and departure) by the daily rate of remuneration (calculated as a fraction of the then prevailing monthly rate), consisting of gross base salary, post adjustment and any allowances paid during the applicable period. The minimum amount of income that may be reported for Social Security purposes in any year is $400 and the maximum is the amount indicated in paragraph 52 above. (For every $520 of income reported in a year up to $2,080, credit is given for one quarter year of coverage, regardless of the dates to which this income actually relates; generally, a person needs credit for 40 quarters in order to secure permanent coverage. Social Security benefits are largely based on the average of earnings reported throughout the working life, including years for which, for any reason, no earnings are reported.)

## VI. SPECIAL PROVISIONS RELATING TO STAFF MEMBERS WHO HAVE ALREADY SEPARATED FROM THE UNITED NATIONS OR WHO ARE EXPECTING TO SEPARATE FROM THE UNITED NATIONS IN 1992

71. Retired or retiring staff members should note that the partial (commutations of periodic benefits) and full (withdrawal settlement) lump-sum payments received from UNJSPF are taxable; they may also be subject to tax reimbursement from the United Nations. Pursuant to General Assembly resolution 34/165, however, any staff member joining the United Nations Secretariat on or after 1 January 1980 is not entitled to receive reimbursement from the Tax Equalization Fund or from voluntary funds for national income taxes paid on partial or full lump-sum pension payments received from UNJSPF.

72. Staff members should note that a special tax treatment applies to lump-sum distributions, detailed information about which may be obtained from the current edition of IRS publication 575, and from the "Guide to national taxation of UNJSPF benefits with special reference to United States taxes" (JSPB/G.11/Rev.6 of 23 June 1989).

73. The United Nations will attempt to provide information to staff members on the portions of full lump-sum payments that appear to be subject to capital-gains treatment and ordinary income rates respectively. Nevertheless, it is the staff member's personal responsibility to ascertain his or her tax liability. Staff members should be aware that under the Tax Reform Act of

1986 capital-gains treatment of lump-sum distribution is gradually being phased out.

74. Retired or retiring staff members are responsible for 1992 estimated tax payments. It is necessary to include partial or full lump-sum payments to be received in 1992 from UNJSPF in the calculation of the payments due for estimated tax. In this connection, it should be noted that payments received in 1992 are subject to the complex provisions relating to pensions of the Tax Reform Act of 1986. However, IRS has provided a simplified, "safe-harbor" method for calculating the taxable portion of annuity distributions from qualified plans. This method may be used in lieu of the more complex calculations described in the regulations. The United Nations is prepared to facilitate the payment of such estimated tax by issuing a cheque payable to the order of the staff member and the income tax authority in an amount sufficient to avoid penalty for underpayment of estimated tax, taking into account such lump-sum payments as well as other taxable separation payments. This will be a one-time payment and will cover the remaining instalments of the year.

75. In order to receive an adjusted estimated tax advance, a written request must be received by the Payroll Unit from the staff member, with evidence of the amount of the partial or full lump-sum payments received. A copy of the letter received from UNJSPF which accompanies such payments will be sufficient for this purpose. The final tax reimbursement for 1992 will be determined upon receipt of a duly signed, true copy of the income tax return submitted in the following year with the request for settlement (F.65) and United Nations form F.243.

76. Staff members who anticipate leaving the Organization shortly after the receipt of cheques to pay the first, second or third instalment of estimated income taxes for 1992 should consult the Payroll Unit before forwarding the cheques to the appropriate tax authorities. As part of the process of making final payments, a separate calculation is made of the amount of estimated tax due on the staff member's taxable United Nations earnings. If this results in an amount less than the quarterly advances already received, the excess will be deducted from the staff member's final pay. In order to avoid this deduction, consultation with the Payroll Unit is recommended.

## VII. SELECTED EXCERPTS FROM 1991 INCOME TAX INSTRUCTIONS FOR UNITED STATES FEDERAL, NEW YORK STATE AND NEW YORK CITY INCOME TAX

### A. Introduction

77. The following excerpts from the various tax authorities' instructions are included in the present circular as an aid to staff members. THE EXCERPTS ARE NOT EXHAUSTIVE AND DO NOT REPLACE THE INCOME TAX INSTRUCTIONS PUBLISHED BY THE INCOME TAX AUTHORITIES. Staff members are reminded to read carefully the tax instructions distributed by the various federal and state tax authorities.

B. Federal income tax

78. The United States federal income tax returns for 1991 are due to be filed not later than 15 April 1992 with the IRS centre for the district in which the estimated tax for 1991 was paid. Any balance of income tax due must also be paid in full with the return.

79. For tax year 1991, the number of individual tax rates remains at three: 15 per cent, 28 per cent and 31 per cent on all taxable income.

(a) The personal exemption has been increased from $2,050 in 1990 to $2,150 in 1991, subject to the phase-out provision at level of adjusted gross income greater than $75,000;

(b) The standard deduction has been increased. For 1991, the standard deduction is $3,400 for single individuals; $5,000 for heads of households; $5,700 for married individuals filing joint returns and for surviving spouses; $2,850 for married individuals filing separate returns. Hence, taxpayers should compare the standard deduction with the itemized deduction (see below) on the tax return and deduct the larger amount.

80. As indicated in paragraph 8 above, staff members are required to utilize all exemptions and deductions to which they are entitled, as they certified in form F.65, "Request for settlement of income taxes", and to itemize deductions if these would exceed the standard deduction allowable. The instructions for IRS form 1040 list examples of the itemizable deductions allowed. The most common itemizable deduction is the state and local income taxes. Available state and local deductions for the tax year should normally be computed as follows:

| | $ |
|---|---|
| 1990 fourth quarter tax advance, plus | |
| 1990 balance due on tax return, plus | |
| Other estimated tax payments made during 1991 by the taxpayer(s), plus | |
| 1991 first, second, third quarter tax advances | |
| Total state and local taxes paid in 1991 | |

In addition to these, staff members should include any other deductions to which they may be entitled (e.g., real estate taxes, interest on mortgage and other debts, charitable contributions, etc., subject to the threshold limitations imposed under the Tax Reform Act of 1986). If adjusted gross income exceeds $100,000 ($50,000 if married filing separately), an additional worksheet calculation is necessary.

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C. New York State and New York City income taxes

81. The New York City tax is being collected by New York State. The New York State/New York City returns should be filed on or before 15 April 1992 with payment of any balance of income tax due.

82. The four New York State/New York City forms are:

(a) Short form IT-200, for use only by a full-year resident whose income is solely from compensation as an employee and/or investments and is less than $65,000. Taxpayers who have paid an estimated tax may not use IT-200; consequently, this form is not normally usable by staff members. The Tax Reform Act of New York State has introduced additional factors relating to the eligibility requirements. Staff members are advised to refer to the instruction booklet for details on the use of form IT-200;

(b) Resident form IT-201, to be used by all New York State resident taxpayers with any kind of income, either claiming specific deductions or electing to take the standard deduction;

(c) Non-resident form IT-203, to be used by those who are not residents of New York State;

(d) Non-resident form NYC-203, which must be filed with the State return, to be used by those who are not residents of New York City;

(e) If a taxpayer changed his or her resident status during the year, he or she would no longer have to file multiple forms. Instead, they can use the non-resident return (form IT-203) for the taxable year.

83. Taxpayers who file joint federal tax returns are now required to file joint State and City tax returns except when husband and wife live in different States. Married taxpayers who file separate federal returns are only allowed to file separate New York State returns, as before.

84. The Tax Reform and Tax Reduction Act of 1987 for New York State and City has resulted in many changes to New York State and City taxes. The changes applicable to tax year 1991 are as follows:

(a) The maximum tax rate for 1991 remains at 7.875 per cent for New York State and is 4.46 per cent for New York City with the tax surcharge. Tax tables are provided in lieu of the tax rate schedules for individuals with taxable income of less than $65,000; if New York adjusted gross income exceeds $100,000, use the worksheet;

(b) The standard deduction remains as follows:

| | $ |
|---|---|
| Married filing jointly or surviving spouse | 9 500 |
| Married filing separately | 4 750 |
| Head of household | 7 000 |
| Single | 6 000 |

(c) The personal exemption will remain at $1,000 in 1991 for each dependant that you claim. For 1991, personal exemptions are NOT allowed for yourself and, if married, your spouse;

(d) Taxpayers with income over $100,000 will have to reduce their itemized deductions by a percentage;

(e) Non-residents are no longer required to apply the limitation percentage to itemized deductions and personal exemptions. Non-residents must now figure their personal income tax and additional tax on unearned income as if they were New York State residents and then prorate the taxes based on the ratio of federal adjusted gross income from New York State sources to total federal adjusted gross income.

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UNITED NATIONS

# REQUEST FOR SETTLEMENT OF INCOME TAXES

To: PAYROLL UNIT, Room S-1830, Office of Programme Planning, Budget and Finance, HQs.

From: _____ Index No. _____ Former Name, if changed: _____

Mailing address: _____ If terminated, effective date: _____

_____ Social Security No.: _____

UN Department: _____ Division or Office: _____ Room No. _____ Tel. Ext. _____

## *PART A* - REQUEST FOR SETTLEMENT OF INCOME TAXES 1991 *(Place checkmark in box, as applicable)*

1. [ ] I certify that the signed copy of my income tax return for 1991 which is attached hereto is a true, correct, and complete copy of my final return, correctly reflects my U.S. income tax liability for 1991 and is the basis on which settlement for 1991 is requested.

   } [ ] U.S. Federal tax
   } [ ] N.Y. State tax
   } [ ] N.Y. City tax
   } [ ] Other (State)(City)*

   * **If request for settlement is for other than New York State or New York City, tax rates and instructions must be enclosed.**

2. [ ] I certify that I am entitled to the difference between the amount of the Social Security tax I am required to pay as a United Nations employee and the amount I would have to pay as an employee of a taxable employer and attach hereto a copy of Schedule SE.

3. [ ] I have received the following cheques to pay estimated taxes for 1991:
   **TOTALS ONLY: Federal .. $**_____ **State .. $**_____ **City .. $**_____

4. [ ] I have been a U.S. citizen since 1 January 1991 or earlier. If later, since _____ or I have signed the waiver of immunities on _____.

5. [ ] I have **NOT** changed to a G-4 or other type of visa status.

6. [ ] I have received dependency allowance for children or for a relative, and have not claimed the children or relative as dependants for income tax purposes in 1991. The reasons for not claiming them are given in the attached memorandum.

**In consideration of the payment of any such amounts, I certify and undertake:**

a) that any cheques received from the United Nations in response to my requests for tax advances or reimbursements have been or will be **used promptly and solely** to meet my income tax obligations;

b) that I will **provide** the United Nations, upon request, with acceptable **proof** of taxes paid, or other documents or information as may be required to verify the computation of my taxes;

c) that I will **notify** the United Nations promptly of any **amended** returns subsequently filed or any change in my tax liability which might require adjustment of the tax payments received in any year;

d) that I will **notify** the United Nations promptly if for any reason it is necessary for me to file a return which is **different** from the return I have herewith submitted and **furnish** a copy of the new return to the United Nations;

e) that I will **refund** to the United Nations any **over-payment** of tax, together with any interest received as a result of any such over-payment.

I further **certify** that I have **minimized** my income tax for the year 1991, have filed **joint returns** when such would result in lower taxes, and have utilized all **exemptions and deductions** to which I am entitled, including the **itemizing** of deductions if they would exceed the standard deduction allowable.

I further **certify** that the settlements which I have received from the United Nations for the purpose of meeting income tax liabilities of previous years have been paid by me to the appropriate tax authorities and that no part of such money has been refunded to me by the income tax authorities which I have not refunded to the United Nations.

CERTIFIED TRUE.

Date: _____ Signature: _____

UNITED NATIONS

***PART B*** - **REQUEST FOR CHEQUES TO PAY 1992 ESTIMATED INCOME TAXES**

1. I request cheques to pay the following estimated taxes for 1992:

   [ ] **Federal** [ ] **State and City** [ ] **Social Security/Self Employment**

2. Tax exemptions to be claimed in 1992:

   [ ] **Self** [ ] **Spouse** [ ] **Number of other dependants**

   Total exemptions ..... _____

3. I will itemize deductions in 1992: If 'YES', how much? Federal $_____

   YES [ ] NO [ ] State $_____

4. Estimated taxable income of my spouse in 1992: ..... $_____

5. My estimated outside income in 1992 is ..... $_____

6. I have been living in New York State since 1 January 1992 or earlier: YES [ ] NO [ ]

7. I have been living in New York City since 1 January 1992 or earlier: YES [ ] NO [ ]

8. These cheques will be used by me solely for the purpose of paying estimated **United States Federal, State and City Income Taxes.**

9. My spouse has UN income subject to tax reimbursements: YES [ ] NO [ ]
   If "YES", give name and index no.: _____

**CERTIFIED TRUE.**

Date: _____ Signature: _____

## CONSENT FOR THE INTERNAL REVENUE SERVICE TO DISCLOSE TAX RETURN INFORMATION TO THE UNITED NATIONS

Information contained in United States federal income tax returns is confidential and, except as authorized by the Internal Revenue Code, may not be disclosed to any person. Taxpayers may authorize the Internal Revenue Service to release this confidential tax return information to persons otherwise not entitled to receive such information.

The purpose of this consent is to authorize the Internal Revenue Service to disclose certain confidential tax information to the United Nations to assist the United Nations in verifying the United States income taxes you paid on your earnings from the United Nations. The United Nations will use this information in connection with its programme of reimbursing income taxes paid on United Nations emoluments, pursuant to staff regulation 3.3(f). The Internal Revenue Service has no involvement in such verification aside from processing any consents received from taxpayers and disclosing information in accordance with the terms of such consents. The United Nations will pay the fees incurred in processing the present consent.

You may revoke the present consent by writing to the Internal Revenue Service at:

Internal Revenue Service
1111 Constitution Ave., N.W.
Washington, D.C. 20224
Attn: Chief, Operations Branch
Disclosure and Security Division
Room 1603

within 75 days of the date you sign this consent. No consent will be honoured by the Internal Revenue Service if a written revocation is received at the designated address prior to a disclosure being made.

### CONSENT BY STAFF MEMBER

I, _____ (NAME OF STAFF MEMBER), _____ (INDEX NUMBER), hereby authorize the Internal Revenue Service to disclose to the United Nations the "total tax" indicated on my Federal income tax return(s) for 1991/1990/1989/1988 (YEAR(S)/PERIOD(S)) (as that information may be revised or amended from time to time) which was/were filed under the name(s) of _____

at _____ (ADDRESS AS SHOWN ON THE RETURN(S))

showing my Social Security Number _____ and that of my spouse _____.

If I revoke this consent, I authorize the Internal Revenue Service to disclose a copy of my revocation, or the fact that I revoked, to the United Nations.

I request the Internal Revenue Service to send the above information to:

Chief, Payroll Unit
Office for Programme Planning, Budget and Finance, Room S-1830
United Nations
New York, N.Y. 10017

**Signature***: _____ **Date:** _____

*** Even if the tax return is a joint one, this form need only be signed by the staff member concerned.**

F. 243 (1-92)

UNITED
NATIONS

ST

Secretariat

ST/IC/1992/9
5 February 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE NORTH END OF THE CONFERENCE BUILDING AND THE SOUTH END OF THE SECOND BASEMENT ON 15 AND 16 FEBRUARY 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of the electrical power covering the north end of the Conference Building and the south end of the Second Basement. The shutdown will be from Saturday, 15 February 1992, at 7 a.m. until Sunday, 16 February 1992, at 4 p.m. The shutdown is necessary to effect the work required on the short-circuit protection programme of the United Nations. As a result, electrical services in the following areas will be affected:

(a) The north end of the Conference Building (all levels) will be without power, lighting and air-conditioning;

(b) Conference elevators nos. 1 and 2 will not be in service;

(c) The Delegates Dining Rooms, the West Terrace and the kitchen equipment areas will be without power and lighting;

(d) The Economic and Social Council Chamber and the north corridors (all levels) will be without power, lighting and air-conditioning;

(e) All levels of the connecting corridors to the General Assembly Building will be without power, lighting and air-conditioning;

(f) The first floor north verbatim sections and conference room 3 balcony will be without power, lighting and air-conditioning;

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/...

(g) Fan rooms Nos. 1, 2, 3, 5, 6, 9, 10, 11, 12, 22 and 24 will be without power;

(h) The second basement Buildings Management Service (BMS) maintenance shops will be without lighting and power;

(i) The third basement Security/Fire Control Centre will be without power. It should be noted that temporary lighting and power will be furnished to the Control Centre. The Fire Control Computer will not be affected;

(j) The Locksmith, Refrigeration/Air-Conditioning Shop, Typewriter Shop and receiving area will all be without power, lighting and air-conditioning;

(k) The second basement south end of the Conference Building will be without lighting, power and air-conditioning, the service drive fans will be affected and the 42nd Street service drive roll-up gate will be without power.

2. As a result of these circumstances, the buildings will be closed to the public. Staff members in the Conference Building and areas affected are requested to ensure, before leaving the office on Friday, 14 February 1992, that all computers, word processors, mini-computers, photocopiers and any other electrical equipment are unplugged. FAILURE TO DO SO MAY RESULT IN DAMAGE TO THE EQUIPMENT.

3. The shutdown of electrical power will not affect the Secretariat Building. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the electrical power shutdown may be obtained from BMS, extension 3.6176.

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